

CONFIDENTIAL

200-11-777

Executive for Administration & Management

JUL 7 1947

Executive Director

T/O Secretariat NIA

1. The following tentative table of organization is approved for the Secretariat, NIA:

- 1 CAF-13 - Secretary to NIA
- 1 CAF- 6 - Secretary and Administrative Assistant

2. Appointments and/or promotions to the tentative grades indicated in paragraph (1) above will be restricted to at least one grade lower for each position represented until such time as Civil Service Commission approval has been obtained for the tentative grades.

3. Please instruct the Personnel Branch to establish these grades with the Civil Service Commission.

4. A Personnel ceiling of two positions is approved for all fiscal quarters up to and including the quarter ending 30 June 1948.

/s/

EXECUTIVE DIRECTOR

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cc: Secretary NIA (1)
Pers. Br. A & M (2)
Budget & Finance Br., AAM (1) ✓

*extract made for 6K
BV + fib*

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